



# JOHN LYMAN SCHOOL

106 Way Road  
Middlefield, CT 06455  
(860) 349-7240

2025-2026



Parent and Student Handbook

## **REGIONAL SCHOOL DISTRICT 13 MISSION STATEMENT**

Empowering students to thrive and contribute as global citizens

### **BOARD OF EDUCATION** **Regional School District 13**

The Board of Education of Regional District 13 currently consists of ten members, with four representatives from Middlefield and six from Durham.

Mr. Robert Moore - Chairman  
Dr. Linda Darcy - Vice Chair  
Mrs. Lucy Petrella - Secretary  
Mr. Jason Stone - Treasurer  
Maura Caramanello - Member

Mrs. Christine Cowan - Member  
Mrs. Lindsay Dahlheimer - Member  
Mr. Stephen DelVecchio - Member  
Mr. John Mennone - Member  
Mr. James Roraback- Member

The Board of Education meets on the second Wednesday of each month at 6:00 p.m. Meeting locations can be found on the district website. The Board welcomes members of the public and the school community to attend and sets aside time at the beginning and end of meetings to hear any concerns or suggestions. Meeting agendas can be found on the [RSD13 website](#).

#### **Connecticut General Statutes Section 4-114a**

It is the policy of the Connecticut State Board of Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, mental disability, or physical disability in any of its educational programs, activities, or employment policies.

Grievances regarding Title VI (Race, Color, National Origin) and Section 505 (Handicapped) should be addressed to Meg Maloney, Central Office, 349-7200.

Grievances regarding Title IX (Sex Equity) should be addressed to Jennifer Keane, Central Office, (860) 349-7208

The Board of Education endorses an educational program that honors and embraces cultural diversity and informs the inherent value of dignity of each person. The curriculum will acknowledge, support, and respond to the unique needs of all students while encouraging a deep understanding and respect of the individual cultural differences.

### **District Administration** **SY 2025-2026**

Dr. Sydney Leggett  
Kevin Brough  
Jennifer Keane  
Kim Neubig  
Ken Pietrasko  
Liza Siegel  
Patricia Smith  
Eric Proia

Superintendent of Schools  
Human Resources Specialist  
Director of Student Services and Special Education  
Director of Finance  
Director of Infrastructure and Security Technology  
Assoc. Director of Learning, Innovation and Accountability  
Operations Manager  
Supervisor of Facilities and Grounds

## **RESTORATIVE PRACTICES**

A strong culture and climate will build the foundation for all other learning and professional work we want to do. The basis of this will be district-wide Restorative Practices training and implementation. Parents will receive more information about Restorative Practices and other strategies throughout the year – and it looks a little different at each age/developmental level – but please remember these key principles:

- This provides a framework for a positive culture and climate and problem solving strategies that make us stronger as individuals and as a community.
- This framework is meant to be 80% proactive (how we act every day) and 20% reactive (resolving conflicts)
- There's an important saying in Restorative Practices: "We repeat what we don't repair." In order to build a better future, we focus on solving problems well so they don't keep happening.

## **REGIONAL SCHOOL DISTRICT 13's CORE ETHICAL VALUES**

**Rooted in a caring community, we uphold these Core Ethical Values (CEV) as the foundation of our shared commitment to learning excellence, collaboration, integrity, and continual growth.**

### **Respect:**

We will recognize the inherent worth of every person and appreciate our differences.

### **Responsibility:**

We will make good choices, take ownership of our actions, and consider the impact we have on others.

### **Honesty:**

We will be truthful and authentic with ourselves and others.

### **Kindness:**

We will choose to treat others with care and compassion through both our thoughts and actions.

### **Courage:**

We will take healthy risks and stand up for what is right, even when it's hard, scary, or unpopular.

## **REGIONAL SCHOOL DISTRICT 13's CORE ETHICAL VALUES (continued)**

As a school community, we are committed to growing in good citizenship and personal integrity; thus, we are continually asking ourselves:

Am I showing **RESPECT** for

- myself
- the worth and rights of others
- the views of others
- personal, school, and community property
- the environment

Am I accepting **RESPONSIBILITY** for

- my own actions and words
- my own welfare and the welfare of others
- my personal growth and learning
- making ethical choices

Am I practicing **HONESTY**

- with myself
- with others
- in my work

Am I showing **KINDNESS** by

- treating others the way I would want to be treated
- promoting the well-being of others
- being patient with myself and others
- acting with compassion

Am I showing **COURAGE** by

- standing up for moral principles
- persisting in the face of adversity
- being willing to accept challenges
- being true to myself

**Respect, responsibility, honesty, kindness, and courage** are the Core Ethical Values we strive to embrace and practice in Regional School District 13.

## **CODE OF CONDUCT**

### **As a student in Regional School District 13, I...**

1. treat others with courtesy, respect, fairness, and kindness.
2. am honest with other people and in my work.
3. obey teachers and other school staff members.
4. follow all school and classroom rules.
5. accept consequences for not doing what I should.
6. take care of my property, the property of others, and school property.
7. work, play, and move safely and appropriately.
8. cooperate when I work and play.
9. participate in my education to the best of my ability.

Being a good citizen means showing respect and being responsible. As a student, this means that I accept the consequences whenever I do not follow the rules. My behavior should not be disruptive to the school community whether I am in class, at recess, on the bus, on a field trip, or a part of any other school activity.

## **CODE OF DISCIPLINE**

As we look at our Code of Conduct, let us remember that it represents behaviors that we expect from all of the students in Region 13. Every school in the district has established rules that are created as a result of this code. Consequences for infractions of school and classroom rules are usually age-appropriate as established by each school. These are presented in the school handbook. When board policies or state laws are violated, consequences are more serious and are uniform throughout the district regardless of the age of the student.

## **STATEMENT OF BELIEFS**

### **We believe that:**

- ◆ Every human being has inherent worth.
- ◆ Everyone wants to succeed and can be a successful learner.
- ◆ Meaningful learning requires the active involvement and commitment of the learner.
- ◆ Individuals are responsible for their actions.
- ◆ Each individual bears responsibility for the welfare of others.
- ◆ Diversity enriches a society and its individuals.
- ◆ Change demands that learning continues throughout one's life.
- ◆ Growth, innovation, and creativity require the willingness to take risks.
- ◆ The level of expectation drives the level of achievement.
- ◆ Achievement builds self-worth; self-worth promotes achievement.
- ◆ Education and learning are the shared responsibility of the students, the family, the school, and the community.
- ◆ The support and involvement of the community are critical to the quality of the schools.
- ◆ People are the most important resource in achieving educational excellence.
- ◆ The future of a just and democratic society depends on an educated citizenry.

## 2025-2026 JOHN LYMAN SCHOOL STAFF

### **Principal**

Thomas Ford

### **Secretary**

Kate McLaughlin  
Carin Napoletano

### **Nurse**

Ann Bourland

### **Grade 2 Teachers**

Jeff Bernabeo  
Mary Beth Ghoreyeb  
Maura Lundt  
Margo Novak  
Carole Sibiskie

### **Grade 3 Teachers**

Cassandra Bystrek  
Melissa Lonsdale  
JoAnn Poach  
Angela Polansky  
Amy Sorensen

### **Grade 4 Teacher**

Sarah Cerbarano  
Sarah Greco  
Noreen Grenier  
Nancy Kozlik  
Ashley Rodrigues

### **Special Education and Student Services**

Julie Abbott	Math Interventionist
Katie Bodak	Special Education
Maria Fazzino	Reading Interventionist
Sarah Dagliere	Special Education
Amanda Dobler	Speech Language Pathologist
Amy Dow	Special Education
Christie Fournier	Social Worker
Linda Frazer-Sierra	Social Worker
Erin Gonzales	Literacy Tutor
Danielle Hay	School Psychologist
Leslie Kilroy	Instructional Coach
Kelley Lehman	Speech Language Pathology
Melissa Marteka	Reading Specialist

### **Related Arts Teachers**

Elizabeth Bayreuther	Music
Marjorie Bruch	Technology
Carrie Howes	Art
Michael Klimas	Library Media Specialist
Michale Meurs	Music
Greg Morrone	P.E./Health
Marc Scianna	P.E./Health

### **Support Staff**

Robin Anderson	Food Service
Emma Anderson	Teacher Assistant
Katherine Beaudoin	Teacher Assistant
Sharon Berndt	Teacher Assistant
Kaitlyn Brady	Teacher Assistant
Brian Calhoun	Custodian
Megan Castor	Teacher Assistant
Kate Castro	Teacher Assistant
Samantha Cawley	Teacher Assistant
Mona Desjardins	ABA
Jeff Emack	Head Custodian
Mellissa Fernicola	ABA
Ian Ghoreyeb	ABA
Deb Hansen-Ollennu	Teacher Assistant
Kristen Kurtin	Food Service
Samantha LaRosa	Teacher Assistant
Ann Lewis	Teacher Assistant
Alicia Mancarella	Teacher Assistant
Clea Meliso	Teacher Assistant
Katelyn More	ABA
Kara Niland	Teacher Assistant
Matt Reed	Custodian
Lisa Schaefer	Teacher Assistant

## **IMPORTANT INFORMATION**

### **A-Z**

#### **ARRIVAL AND DISMISSAL**

Please send a **Dismissal Change Note** in the morning with your child if he/she will have a change to their regular dismissal. If your child will be picked up on a regular basis please complete a **Permanent Pick-up Note** to keep on file in the main office. *As always, we respectfully request that you avoid last-minute calls or emails to request dismissal changes. Thank you in advance for your cooperation.*

##### **----- Morning Drop-Off Procedures**

- Parents may begin dropping students off at 8:30 a.m. once the staff arrival team is in position
- Cars will enter the lot through the center lane
- Cars will pull forward in a designated lane until stopped by a staff member
- When directed by a staff member, students will exit the car from the right side of the vehicle and will be directed to the sidewalk to enter the building through the main door
- Depending on the number of cars in line, a staff member will direct the first car in the group of waiting cars to pull forward and head toward the exit and all cars in that wave will follow
- The next group of cars will be given a signal to move forward until stopped by a staff member
- The process will repeat until all students have arrived and entered the building
- Students who arrive late to school should be brought to the main entrance by a parent or guardian. **The adult dropping off will sign the child into school in the main vestibule** and the child will then be buzzed in to enter the building and proceed to class.

##### **----- Afternoon Pick-Up Procedures**

- Valet pick-up procedures will be in place and begin at approximately 3:05-3:10 p.m.
- Cars may wait in the circle prior to 3:05-3:10; the first wave of buses will not pull into the lot until 3:20
- Dismissal team members will have a list of students who are being picked up and who is picking up each child
- Cars will pull forward in a designated lane until stopped by a staff member
- Pick-up will proceed in waves with one group of cars moved forward at a time by a member of the outdoor dismissal team
- A staff member with a walkie-talkie will greet parents near the entrance and determine who is being picked up
- The staff member will radio into the building to inform the building team to prepare the student(s) to be escorted outside
- Staff members will bring students to the appropriate vehicle, check ID (if first time picking up), and release the child to the parent or designated adult
- Once the full wave is completed, the first car will be instructed to leave and the other cars in the wave will follow
- The next wave of cars will be instructed to move forward with the first car moving as far forward as possible
- The process will repeat until all students have been picked up

#### **ASSEMBLY**

Typically held two to three times a month, assemblies are times when students come together to share their learning, sing songs, and enjoy a sense of community. Assemblies are held on Fridays at 2:15 p.m. and classroom teachers communicate when classes and/or individual learners are involved.

#### **ATTENDANCE**

Please carefully read the **Student Attendance and Truancy Plan** in the **Policy Section** of this handbook and call the school office if you need clarification or have any questions. Written documentation is required each time your child is absent. A phone call to a school official or a ParentSquare message is also acceptable. The first nine absences will be excused if this requirement is satisfied. After nine absences, parents will receive a letter indicating that additional documentation will be required for an excused absence (see policy).

## **BUS INFORMATION**

Please refer to school and district communications for the most up-to-date information about bus transportation.

You **MUST** be at the stop to meet your child or you **MUST** be clearly visible to the driver. The only exception is for **fourth grade students** with parent permission via the ParentSquare form. Drivers are instructed never to leave children at the stop if an adult is not present. If a neighbor or relative will be meeting your child, please inform the school by sending a note, otherwise your child will not be dropped off. The person responsible for getting your child off the bus should be prepared to show identification to the driver. If no one is at the bus stop to meet your child, he/she will be brought back to John Lyman.

If you have a bus change during the school year, please remember that it may take up to 48 hours for a bus change to be processed. You must complete a bus form with the change and submit it to the school. These forms can be found online. You will be notified when the bus change will go into effect.

When waiting at the bus stop, plan to be at the stop 10 minutes before and after the scheduled time of bus arrival. There are many things that make a bus run off schedule including several children not attending school on a particular day, or the driver encounters traffic. You should call the school, not the bus company, if the time of pick-up and drop off is extremely inconsistent.

### **----- BUS RULES**

Note: The bus driver and/or principal may assign seats as necessary.

1. Follow directions the FIRST time they are given.
2. Keep hands, feet, and objects to one's self.
3. Keep all parts of your body and all objects inside the bus.
4. Stay in your seat with your feet on the floor (not in the aisle.)
5. No toys are allowed on the bus.
6. All items must be kept in backpacks.
7. Do not swear, use rude gestures, or tease anyone on the bus.
8. No pushing, shoving, or fighting.
9. No eating on the bus.
10. Do not litter, write on, or damage the bus in any way.

Please be certain to remind your child periodically about bus safety. Children must listen to the driver at all times, remain seated at all times when the bus is moving, and use quiet voices. Drivers have a very difficult job with much responsibility. Please help them. Students who do not follow these rules will be written up and receive appropriate consequences. If a child continues to misbehave he/she may lose the privilege of riding the bus for a period of time. It will be the parent's responsibility to provide transportation.

### **----- BUS CHANGES/STOPS**

1. Students are only permitted to ride the bus(es) to which they are assigned.
2. A change to your child's bus stop location must be approved by the Superintendent's office.

### **----- BUS COMPANY INFORMATION**

Dattco Bus Company  
Telephone: (860) 349-8479

## **CLASSROOM ASSIGNMENTS**

The classroom placement process typically begins in May. Many factors are taken into account when determining where children are best placed. Balance between learners, academic and social development stages, and peer interactions, among other factors, are all considered. Our goal is to provide every student with a positive learning environment within a well-balanced classroom. Please understand that we do not accept requests for specific teachers.



## **CLASS LISTS**

A class list containing your child's name and contact information will be made available to parents of students in the class. It is a great way to plan play dates, classroom parties, Valentine's Day cards, etc. A consent form will be sent that will give you the opportunity to choose **not** to have that information shared with classmates. This information is **for school use only**. **The information may not be used for any other purpose.**

## **DAILY ATTENDANCE CALLBACK SYSTEM – SCHOOL NURSE**

With your child's safety in mind, we have put a system in place to verify student absences:

1. If your child is to be absent on a given day, please **call the school nurse (349-7241)** between 8:20 and 8:50 am. You will be prompted to leave a message before 8:30. **Please do not call the school office.**
2. If a child is absent whose parent has not called, you will receive a ParentSquare message at 10:00 asking you to contact the nurse to verify the absence.
3. If no call is received, the nurse will make a second attempt to call the phone numbers we have on file to seek an explanation of your child's whereabouts.

Please take time to review the district's Attendance Policy (5113) which can be found on the district website or linked through our Student Handbook. The first nine (9) absences of the school year are considered excused with a phone call or note. Subsequent absences require further documentation. We also ask that you make every effort to have your child arrive on time to school each day.

## **ELECTRONIC DEVICES**

The following electronic devices are not allowed to be used during school hours or on the bus: iPads, Kindles, cell phones, smartwatches, and/or other personal devices. Students who bring devices to school will be asked to put them in their backpacks during school hours and while riding the bus.

## **EMERGENCY CLOSING PROCEDURES**

Regional School District 13 uses the ParentSquare Notification System to notify parents/guardians of school closings, delays and emergencies. This system will deliver a voice message to your home phone and/or cell phone, a text message, an email and/or a notification to the ParentSquare app on your smartphone or tablet. Having your latest contact information is the only way to ensure that we can contact you in an emergency. Please note if you provide a home phone number you could receive a call as early as 4:45 a.m. for school closings or delays.

Please click the ParentSquare icon at the top right of the district website [www.rsd13ct.org](http://www.rsd13ct.org) for instructions on how to customize phone number and/or email address selections for emergency notifications. All parents/guardians are automatically signed up for this service. If you do not wish to receive emergency notifications, please check the box in front of "Do Not Send Emergency Notifications" above the signature lines on the Student Information Update form on PowerSchool Parent Portal.

Additionally, school closings, delays and emergencies will be posted on the district website and area television channels. The channels designated to make announcements for Regional School District 13 are WTIC channel 61, WFSB channel 3, WVIT channel 30 and WTNH channel 8.

If school is canceled or closed early, all after-school activities are also canceled except in special circumstances and only where approval from the superintendent has been granted.

**Delayed Openings:  
School Start Time**  
Coginchaug 9:25 a.m.  
Strong 10:00 a.m.  
Lyman 10:50 a.m.  
Brewster 10:50 a.m.  
Pre-K (3 yr. olds) 11:00 a.m.  
Pre-K (4 yr. olds) 11:00 a.m.  
MTA 10:30 a.m.

**Early Release:  
School Closing Time**  
Coginchaug 11:30 a.m.  
Strong 12:05 p.m.  
Lyman 12:30 p.m.  
Brewster 12:30 p.m.  
Pre-K 12:10 p.m.\*  
MTA 12:05 p.m.

\*Please note the Pre-K program does not meet on Fridays.

## **EVACUATION AND SAFETY DRILLS**

As part of our District Crisis Management Plan, each school must have monthly fire drills and periodic safety drills throughout the year. The fire drill and safety drill procedures will be reviewed with students throughout the school year. The first fire drill will be held during the first week of school. During fire drills, students exit the building and go to a designated area outside where attendance is taken. The children remain in their classroom during lockdown drills and modified lockdown drills. The students practice how to shelter in place in case of severe weather and learn where the safe areas of the school are located. If you have any questions about fire drills or safety drills, please feel free to call the school.

## **FIELD TRIPS**

All John Lyman School field trips must adhere to Board of Education policies. In addition to the procedures and policies (#6153) spelled out on the district website, the following practices must be observed.

- Every child must have a signed permission slip for the field trip.
- Field trips begin and end at the school.
- All students must ride the bus transportation provided to and from the field trip.
- Siblings are not allowed to travel on field trips, either in cars or on the bus.
- Parents, without their children, may be asked to drive or carpool when chaperoning.

## **---- CHAPERONES**

There are often several opportunities during the year for parents to serve as chaperones on field trips. Classroom teachers appreciate and count on parents as chaperones to supervise students during travel to and from as well as at the field trip destinations. Guidelines for chaperones are as follows:

- Please be alert for potentially dangerous situations and disruptive or inappropriate behavior. We depend on you to be proactive and intervene **before** there is a major problem or ask us for help if you are not sure what to do.
- Always let a staff member know if anyone gets hurt or feels sick and be sure that we are informed of any problems that occur.
- As a chaperone, you need to accompany and be responsible for the children in your group at all times.
- Alcoholic beverages are **never** to be consumed on field trips.

## **FOOD CELEBRATIONS**

John Lyman School is food-free for birthdays, holidays, and/or other in-school celebrations with the exception of special events where the school provides food. Parents will be notified in advance. The only outside food that can be sent to school is for individual student lunches and snacks. For birthdays or other celebrations, you may send in non-food treats for the class, but we ask you to coordinate in advance with your child's classroom teacher.

## **HATS**

Hats are not allowed to be worn during school hours unless it is for a specific event or activity and approved by the principal.

## **HEALTH OFFICE**

### **GENERAL**

A student having a temperature of 100° or higher, sore throat, signs of pinkeye, earache, diarrhea, or vomiting should not attend school. If you have a question as to whether your child should attend, please call the nurse. Your child may return to school **24 hours after a fever or vomiting have subsided without the use of medications that relieve symptoms.**

According to district policy, medication, including cough drops, must never be brought to school by a child. If your child requires medication during school hours, please call the nurse to obtain a form to be completed by your child's physician for the dispensing of any medication.

If your child is well enough to attend school they will be going outdoors for recess. A note from your child's physician is required for a student to miss recess or physical education due to a health concern.

The school nurse will not have a change of clothes for students for accidents or mishaps. Please send in a full change of clothes to be kept in your child's backpack.

### **---- EPINEPHRINE ADMINISTRATION**

An important note regarding the Administration of Epinephrine at Public Schools:

Effective July 1, 2014, Public Act 14-176 (An Act concerning the Storage and Administration of epinephrine at Public Schools) amended the law to include the administration of epinephrine as emergency first aid to students experiencing allergic reactions, not previously diagnosed, by qualified unlicensed personnel who are trained annually in the administration of epinephrine. **This Act applies only during the absence of a school nurse, on school grounds, during regular school hours.**

**Please notify the school nurse and medical advisor in writing annually if you do not wish your child to receive epinephrine as emergency first aid by qualified school personnel in the absence of a school nurse.** This opt-out will not apply when the nurse is available or to students with known, diagnosed allergies with existing orders.

### **---- ILLNESS**

If a student should become ill during the school day, the school nurse will notify the parent to pick up the child. If the nurse is unable to reach a parent, the emergency contacts you provided on your PowerSchool Parent Portal will be called to pick up your child.

School nurses follow state guidelines for first aid care for accidents. If a serious accident occurs and parents or alternate persons cannot be reached, the student, accompanied by a John Lyman staff member, will be taken to Middlesex Memorial Hospital unless otherwise indicated on the emergency card.

### **---- ADMINISTERING MEDICATIONS**

Children rarely need to take medications at school. However, should the need arise, you must be familiar with the school's procedures.

**Children cannot self-administer any medication.** Additionally, children should not carry hand sanitizers. Parents are urged to help make the school a safe environment for your child. This is a state law and must be followed for the safety and protection of our children.

**Do not send the medication in with your child.** Medication should be delivered to the school **by the parent** in the original, labeled bottle with enough medication for the length of time the medication is required. All medications are kept secure in the nurse's office. A record of the times the school has administered the medication is kept in the student's health file.

Before the school can administer any prescribed or over-the-counter medications (Tylenol, Tylenol substitutes, cold/cough medications, etc.) The [Authorization for the Administration of Medication](#) must be signed by both you and your child's physician.

#### **---- HEAD AND SCALP EXAMINATIONS**

Pediculosis (head lice) exams are given to individual students as circumstances warrant. If a problem exists with any student, the parent will be notified by phone, the student will be excused, and information about the treatment requirements will be provided. Head lice are transmitted through close personal contact. There is no immunity, so it is important to check your child periodically. Please encourage your child not to share hats, combs, or hair accessories. It is helpful if you notify the school if your child does have head lice.

#### **---- ALLERGIES**

No food will be allowed to be sent into schools for celebrations. If a student in your child's classroom has a food allergy, you will receive notification from the school nurse. It is extremely important you follow the instructions in the letter when choosing snacks to send into school.

### **HOMEWORK**

Homework, when given, will be based on individual student and curriculum needs. The kind of homework assigned and the purpose of an activity required have a direct relationship to the nature of the content and the age, maturity, and educational needs of the student. All assignments should contribute to the learning process. Whenever possible, homework should stimulate critical and creative thinking.

The purpose of homework is to reinforce learning, encourage responsibility, and provide opportunities for students to practice and apply what they have learned in school. This policy is designed to guide students, parents, and teachers in the effective use of homework to enhance academic achievement while recognizing the evolving role of technology, including artificial intelligence (AI), in education.

#### **Time and Frequency Guidelines**

##### **Grades 2, 3, and 4:**

- Homework should be manageable and relevant to the skills being taught in class.
- Typically includes reading, practice of foundational skills, and creative assignments that connect to classroom activities.
- The frequency of these assignments will be left to the teacher's discretion, usually not to exceed four times per week.
- Parents are encouraged to support their child's learning but not to complete the homework for them.

### **INVITATIONS**

Invitations to birthday parties or other events should not be handed out at school unless the whole class is invited. Young children feel isolated and left out when not invited to parties.

### **ITEMS NOT ALLOWED IN SCHOOL**

Hats are not allowed to be worn during school hours, unless it is for a specific event or activity and approved by the Principal.

**Students are never allowed to trade any items from home while on the bus or in school.**

The following items are not allowed to be brought to school or used during school or on the bus:

Trading cards – including but not limited to Pokemon, Yu-Gi-Oh, sports

Electronics – Smartwatches, iPads, Kindles, Cell Phones, or other electronic devices

If a child brings any of these items to school, the following actions will take place:

1st Offense - The child will be reminded of the rule and be asked to put the item in his/her backpack to bring home.  
2nd Offense - The item will be taken from the child and returned at the end of the day to bring home and leave at home.  
3rd Offense - The item will be taken from the child and kept at school until the child's parent/guardian comes to school to pick it up.

### **JOHN LYMAN PARENT ASSOCIATION (JLPA)**

We encourage you to get involved with the John Lyman Parent Association (JLPA). While every parent is automatically a member of the JLPA, active participation is a great way to connect with the school community and to support your child's education at John Lyman. We always thank the JLPA officers and volunteers in advance for the time and effort they put in on behalf of our learners and families. Meeting dates and times will be shared with parents on an ongoing basis. You can reach the JLPA at the following email address: [jlpaconnect@gmail.com](mailto:jlpaconnect@gmail.com)

### **LIBRARY PROGRAM**

All students are permitted to borrow school library books. Children are asked to take proper care of the books, understanding that payment must be made in the case of loss or damage.

In addition, all children are encouraged to register at the public library for their own free library card.

### **LOST and FOUND**

Lost and Found articles are located in a plastic bin near the main office. Unclaimed articles are donated to charity periodically.

### **LUNCH AND BREAKFAST INFORMATION**

Breakfast and lunch are available for purchase through the school cafeteria beginning on the first day of school. Please click the link to the [School Lunch Information](#) page on the district website for more information, including prices. The cost of breakfast is \$2.50 and lunch is \$4.00. Information about Free and Reduced Meal applications was sent directly to parents through ParentSquare and can also be found on the school lunch information website above.

### **NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION - POLICY - *WITHOUT PRIOR CONSENT***

On an annual basis, the school district will notify parents and/or eligible students currently in attendance of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. Please refer to the note above. An objection to the disclosure of directory information shall be good for only one school year. Parents and/or eligible students may not use the right to opt out of directory information disclosures to prohibit the school district from requiring students to wear or display a student identification card.

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- A. Name
- B. Address
- C. Telephone number
- D. Place and date of birth
- E. Electronic mail address
- F. Photograph
- G. Videotape of officially recognized activities where the activity is open to the public or the public is invited

- H. Participation in officially recognized activities and sports
- I. Weight and height as a member of an athletic team
- J. Dates of attendance
- K. Grade level
- L. Honors and awards received

A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the building principal no later than September 15<sup>th</sup>. A ParentSquare form for this purpose will be sent home on the first day of school.

Directory information may be released to the following:

- A. Federal, state and local government agencies
- B. Representatives of the news media, including but not limited to newspapers, magazines, and radio and television stations
- C. Employers or prospective employers
- D. Parent/teacher organizations
- E. Military Recruiters

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

### **PARENTSQUARE**

ParentSquare will be used to communicate with you daily. It is available for download on the Apple Store or Google Play Market. John Lyman School uses ParentSquare to send school, district, and community-related information. Emergency notifications, such as weather-related school closings, will also be sent out through ParentSquare. It is extremely important to sign up for this service. Please click the ParentSquare icon at the top right of the district website [www.rsd13ct.org](http://www.rsd13ct.org) for further instructions.

### **PETS**

No animals or pets will be allowed in the school at any time without prior permission from the principal.

### **PHYSICAL EDUCATION**

All children have P.E. one day a week. Sneakers **must** be worn. Clothing appropriate for physical activity is recommended on those days.

### **POWERSCHOOL PARENT PORTAL**

The Parent Portal on PowerSchool is intended to provide parents, students, and teachers with a tool to communicate student information. At this grade level, you will have the ability to securely view your child's attendance and other important demographic information via the Internet. You will be given credentials to create your own secure account. Once the account is created, you can manage your account information, and link any and all your children to your account (for whom you have parental and legal rights to). Once you have created an account, this account will be available to you until your child leaves the district. In the upper grades, the account will allow you to view your child's grades.

### **RECESS**

Students will go outside each day for recess throughout the school year. Students will stay inside for recess if it is raining or if the weather is unusually cold. In the winter months, the temperature is checked prior to the students going outside. If it is

deemed too cold, the students will be kept indoors. However, the staff is a very hearty bunch and the students need physical activity during the day even if the weather is cool. Students are outside for 30 minutes and should be dressed appropriately for the weather. Only a doctor's note for unusual circumstances will excuse a child from outside recess.

It is recommended that students wear sneakers or appropriate outdoor footwear at recess. Backless shoes, flip-flops, or similar are discouraged for safety reasons.

## **REPORT CARDS AND CONFERENCES**

Teachers complete report cards three times a year (December, March, and June). Parents will receive their child's report cards as a secure document through our ParentSquare communication system.

Parent-teacher conferences are held in October and March. The March conference is typically a family meeting led by the learner.

## **RESOLUTION PROCEDURES**

The school district resolution procedures can be found by clicking the link below or in the addendum at the end of this handbook. [School District Resolution Procedures](#)

## **SECURITY**

Regional School District 13 has implemented the Raptor Visitor Management System in all of our schools. The Raptor system will track visitors, contractors, and volunteers in our schools through enhanced screening technologies, providing our learners and employees with a safer overall environment.

Upon entering a district building, visitors will need to present a valid driver's license or state-issued ID, which will be scanned into the system. Once entry is approved, the system will issue a picture ID badge that identifies the visitor, the date, and the purpose of the visit. A picture will be taken upon your first visit and retained for future visits.

Once the badge is printed, visitors will buzz the second bell to be let into the school building.

Visitors are asked to sign out using the Raptor System and dispose of the visitor's badge before leaving school.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. Please note that the Raptor system only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data from the driver's license is not gathered nor is the system connected to any other system such as the Department of Motor Vehicles. Therefore, any other information on the ID is not scanned by the system and is not accessible to any of the users.

## **SNACK**

Parents are asked to pack a healthy snack and drink for their child to have during school snack time.

## **SPECIAL EDUCATION**

Please click on the link to learn more about special education services in Regional School District 13. [RSD13 Student Services and Special Education Information](#)

## **STUDENT ASSISTANCE TEAM (SAT)**

As a part of our tiered intervention program, the Student Assistance Team meets weekly to discuss children who may need academic, social, emotional, or behavioral interventions. Classroom teachers and/or interventionists provide regular

communication and progress updates to parents of learners who are part of the SAT process, and all students are eligible based on individual needs.

### **TARDINESS**

Students who arrive late to school (after 8:50 a.m.) should be brought to the main entrance by a parent or guardian. The adult dropping off will sign the child into school in the main vestibule and the child will then be buzzed in to enter the building and proceed to class.

Please make every effort to have your child arrive at school on time each day.

### **TECHNOLOGY – STUDENT USE OF COMPUTERS AND THE INTERNET**

Lyman School is pleased to provide students access to computers and the Internet, believing in their value for educational purposes.

#### **Students will have the opportunity to:**

- use technology in their learning.
- learn to use a wide range of technology tools.
- access Internet resources while conducting research.
- exchange information worldwide with other users.

#### **Students have the responsibility to:**

- adhere to the District Core Ethical Values and Code of Conduct on all uses of technology and the Internet.
- adhere to all school and district policies and state and federal laws.
- use school equipment carefully and respectfully.
- respect the work of others and observe copyrights.
- learn to use the network properly.
- use the Internet only under staff supervision.
- respect the privacy of others.

#### **Students may not:**

- use the equipment without staff permission and/or supervision.
- damage or disrupt equipment or the system.
- interfere with another's use of the equipment.
- modify, copy, or delete another's data or files.
- load or install unauthorized games, software, or other electronic media.
- waste paper by printing unnecessary pages.
- use obscene language or send offensive, threatening, or harassing messages.
- allow offensive or damaging materials to enter the school network.
- use the network for non-school purposes.
- violate copyright laws.
- send, transmit, or otherwise disseminate proprietary data or other confidential information.

Student use of technology will be curriculum-related, teacher directed, and adult supervised. Website navigation will be guided as much as possible by the use of specific bookmarks.

### **THERAPY DOGS**

Our school utilizes **Therapy Dogs** as part of our ongoing efforts to support students' social-emotional well-being and create a positive school environment.



A certified therapy dog and its trained handler will visit the school periodically to interact with students in classrooms, small groups, and individual settings. Research has shown that therapy animals can reduce stress, promote emotional regulation, and enhance overall student engagement.

### **Passive Consent Process**

**The school will send out letters to serve as a passive consent notice.** This means that your child will be permitted to participate in activities involving the therapy dog **unless you notify us that you do not wish for your child to take part.**

We will ensure that alternative arrangements are made for students who opt out, and we are sensitive to individual needs, including allergies, fears, or cultural considerations.

### **VOLUNTEERS**

Volunteers are an extremely important resource and are appreciated by classroom teachers and other school personnel. Numerous parents are involved in short and long-term volunteering activities. Volunteers are used in many ways to supplement and enrich our school programs. Volunteers may assist in daily classroom activities, the library, school trips and are actively involved in the JLPA. Classroom volunteers work with individuals or small groups of students under the direction of the classroom teacher. When volunteering for a field trip, please remember that your undivided attention is required to supervise a group of students. **Siblings are not allowed to attend nature walks or accompany you when volunteering.** When you volunteer, the following information will be shared with you:

- The daily classroom schedule and the expectations of the classroom teacher
- Information regarding classroom visitors, classroom interruptions and procedures in the event of an emergency
- The importance of confidentiality.

Before reporting to your volunteer assignment, please sign in on the Raptor and wear a security sticker. **Children are easily distracted, so please turn your cell phone off or on privacy mode and refrain from calling or texting others when volunteering.**

If you have any questions about volunteering, you should check with your child's teacher.

### **WINTER CLOTHING**

Students will be allowed to play in the snow if they come to school with **all five** of the following: **coat, hat, mittens or gloves, boots, and snow pants.** Students without appropriate clothing must stay in the blacktop area during recess.

**SEE BELOW FOR POLICY ADDENDUM AND SCHOOL DISTRICT RESOLUTION PROCEDURE**

## **ADDENDUM - RSD 13 BOARD OF EDUCATION POLICIES and PROCEDURES**

### **Policies:**

Regional School District 13 has a number of policies, all of which can be found by clicking this link to our [Policies](#). In addition, there are a few policies we'd like to highlight so you can easily find the information you need:

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### **General:**

- [AEDs](#) – RSD 13 has AEDs located in key locations to protect our community in the event of cardiac events. Click this link to review the policy.
- [Attendance](#): Consistent attendance is critical for a successful education. Click this link for our RSD 13 attendance policy.
- [Non-Discrimination](#) – RSD13 does not discriminate based on any protected class. Click this link to learn more about our non-discrimination policies.
- [Pledge of Allegiance](#) – Click here to review the Pledge of Allegiance policy.
- [Transportation](#) – Click this link to review our transportation policies, including how to make a complaint about transportation.
- [Treatment of Recruiters](#) – Click here to review RSD's uniform treatment of recruiter policy.

### **Information and Technology:**

- [Student Privacy](#) – We take your child's private information very seriously. Click this link to review the district's policy on privacy. Click this link for specific information on [student records](#).
- [Internet and Technology Safety](#) – Keeping children safe with technology is more important than ever. Click this link to review our policies on internet and technology use and safety.

### **Instruction:**

- [Grading](#)–Click here to see how the district policy informs our grading practices at the high school level. Check with your individual school in PK-8 to review specific grading practices.
- [Homework](#) – Click here to review the RSD 13 homework policy. More specific information will come from your child's teacher/school.
- [Promotion, Placement and Retention](#) – Click here to review our policies on promoting, retaining, and placing students in their classes and grade levels.

### **Student Health and Safety:**

- [Illegal Substances](#): The following links will direct you to our district policies on illegal substances and/or weapons that are not permitted on school grounds, any school building, on school buses, or on any school-sponsored trip.
  - [Drugs and Alcohol](#)
  - [Tobacco](#)
  - [Search and Seizure](#)
  - [Chemical Health for Student Athletes](#)
  - [Psychotropic Drugs](#)

- **Conduct:** Students must feel safe coming to school, and our administration seeks to ensure that all students behave accordingly. The following two links outline these policies:
  - [School District Climate/Bullying Intervention](#) (*please note this policy will be updated in October of 2025*)
  - [Student Discipline](#)
- [Discrimination Based on Sex/Sexual Harassment](#) – RSD does not condone any discrimination based on sex or any form of sexual harassment. Click this link to review our policies pertaining to these issues. If you have questions or concerns, contact Jenn Keane, our District Title IX Coordinator and Director of Student Services.
- [Food Allergies](#) – RSD 13 is highly aware of food allergies. Click here to learn more, and if you have any allergy concerns or questions, please contact your child's school nurse.
- [Restraint and Seclusion](#) – These options are used as a last resort *only* when an individual is in danger of hurting themselves or others. Click the link to review the entire policy.
- [Sexual Abuse/Assault](#) – Click this link to review the policy against sexual abuse and assault. If you have concerns or need to report an incident, please contact **203-624-KID-Hero (543-4376)**.
- [School Breakfast and Lunch](#) – Click this link to read our policy on how to pay or request assistance for healthy school meals. All information about school breakfast and lunch can also be found on our website [Food Services](#) page.
- [Suicide Prevention](#) – The district believes a strong suicide prevention and awareness program is essential to keeping our youth safe. Click here to read our policy. If you need additional resources, please **call 988**.
- [Wellness](#) – Student wellness is essential to learning. Click this link to review our district's policy on wellness.

#### **Additional State of Connecticut Resources:**

[Governor's task force on justice for abused children:](#) Click this link to review these guidelines set up by the State of Connecticut to support victims of child abuse.

[DCF's sexual abuse and assault awareness and prevention program:](#) Click here for resources to create awareness, prevent, and protect victims of sexual assault, offered by the Connecticut Department of Children and Families.

## **School District Resolution Procedure**

### **Principle 1:**

Problems are most effectively resolved through direct, respectful communication at the most immediate level. Escalation should only occur when initial attempts at resolution have been unsuccessful or when concerns persist.

### **Principle 2:**

When resolving issues, we expect everyone to adhere to the Core Ethical Values of Regional School District 13:

**Respect, Responsibility, Honesty, Kindness, Courage**

## General Guidelines

The following general guidelines are proven to help resolve situations positively and professionally:

Maintain respectful, professional communication (adhere to Core Ethical Values)

- Focus on the issue, not people or personalities
- Presume that everyone has positive intentions
- Keep discussions confidential and appropriate
- Document all communications
- Allow reasonable time for resolution at each level

Support Resources:

- Contact the main office or central office for assistance in identifying the appropriate person to address your concern
- Interpreters are available upon request
- Written materials can be available in alternative formats when needed

## Special Circumstances - Immediate Escalation Warranted

We understand that special circumstances might warrant a different approach. In the following circumstances, please contact the Building Principal or Superintendent immediately for:

- Imminent Safety concerns
- Suspected abuse or neglect
- Legal violations
- Emergency situations

The Building Principal or Superintendent will be able to deal with the situation immediately or direct you to the appropriate resource.

## Law Enforcement

You can also contact law enforcement directly for:

- Threats of violence
- Criminal activity
- Child abuse (also contact DCF)

## Prohibited Retaliation

The district prohibits retaliation against any individual who files a complaint or participates in the complaint resolution process in good faith.

## Steps for Direct Resolution

### Step 1: Direct Resolution (First Level)

Before filing any formal complaint, attempt direct resolution:

- For classroom/instructional issues: Speak directly with the teacher

- For athletics: Please speak directly to the coach
- For school-wide issues: Contact the building principal
- For transportation issues: Contact the transportation coordinator or building principal
- For special services issues: Contact the student case manager

#### Guidelines for Direct Communication:

- Schedule a meeting or phone call rather than addressing concerns in passing; email is effective to start the conversation but shouldn't be a substitute for the conversation itself; please allow 24-48 hours to respond.
- Clearly explain your concern and desired outcome.
- Listen carefully to the other party's perspective.
- Issues may not be resolved immediately, and it's helpful to "sleep on it" or give both parties some time to think about the issues and potential solutions before making a decision; set a date to get back to each other.
- Document the date, participants, and outcome of the conversation, any action steps that were mutually agreed upon
- Allow a reasonable amount of time for the implementation of agreed-upon solutions (this will vary of course depending on what might need to change).

### **Step 2: Building-Level Resolution (Second Level)**

If Step 1 does not resolve the issue or concerns persist:

- For classroom issues: Contact the building principal
- For athletic issues: Contact the Athletic Director
- For district-wide issues: Contact the appropriate department supervisor (if you aren't sure who this is, please contact any main office)
- Pass along documentation of your Step 1 efforts to the next person
- Clearly state why the initial resolution was inadequate
- Request a meeting and follow the same meeting steps outlined above

### **Step 3: District-Level Resolution (Third Level)**

If Steps 1 and 2 have not resolved the issue:

- Contact the Superintendent
- Submit a written complaint including:
  - Description of the issue
  - Documentation of previous resolution attempts (Steps 1 and 2)
  - Desired outcome
  - Supporting materials/evidence
- The Superintendent will respond to set up a meeting.
- Follow the same steps outlined above

### **Board-Level Resolution (Final Level)**

If district-level resolution is unsuccessful:

- If it is a general issue (not specific to any individual student or employee), anyone in the school community can bring up an issue during the public comment session of any board meeting
- Follow board policies for public comment or formal presentations

- The Board will review the matter according to established procedures; please note that the Board must follow specific legal guidelines on how they hear and/or decide on school issues
- If not brought forward through public comment, the School Board will not hear or act upon complaints until the complainant has brought forth their concern through appropriate and applicable administrative procedures. The Board will allow exceptions to this provision for complainants whose complaint relates solely to School Board actions or operations.

### **Board Commitment to Direct Problem Solving:**

- In the event a complainant registers a concern directly with an individual Board member, the Board member and complainant shall address the concern using the following procedure:
  1. The Board Member shall refer the complainant to the Superintendent to register the complaint. The Superintendent may delegate the investigation of the complaint to another, appropriate administrator, or in some cases to legal counsel.
  2. If deemed appropriate, the Superintendent or designee may inform the subject of the complaint of the nature of the complainant's concern(s). The Superintendent or designee may also provide the subject of the complaint an opportunity for explanation, comment, and presentation of facts. After review of the complaint, the Superintendent or designee shall seek to resolve the matter and report the related outcome to the School Board.
  3. If the member of the public will not present the complaint to the Superintendent, the Board Member shall ask the complainant to document the complaint in a signed written document. The Board member will then refer the documented and signed complaint to the Superintendent for investigation.
  4. After the resolution of the complaint has occurred – and the complainant believes the Superintendent, Administrator or legal counsel has not provided a satisfactory response to the complaint – then the complainant may request the School Board hear the complaint.
- After taking reasonable efforts to resolve their complaint directly with the Superintendent, members of the public may bring complaints relating to the Superintendent to the School Board Secretary. The School Board Secretary will bring the complaint to the School Board Chair. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.
  1. The School Board will hear and act upon the complaint only by majority vote and when the issue is on the agenda for public or executive session, depending on the nature of the issue. The School Board may decline to act on any complaint that, in the School Board's sole judgment, would interfere with the Superintendent's ability to administer the district properly. All School Board decisions shall be final.
  2. In accordance with procedure above, should the School Board decide to hear and act upon a complaint pertaining to District Employees, Contracted Service Providers, Administration, or Students, the School Board shall determine whether they will hear the complaint in public or executive session. This decision will be made in compliance with all applicable laws pertaining to employee, student and family privacy rights.
  3. The Board shall also determine whether it is appropriate to inform the subject of the complaint of the hearing to provide them with further opportunity for explanation, comment, and presentation of the facts to the Board.
  4. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in compliance with all applicable laws. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's

concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.